

# EAST COUNTY FIRE & RESCUE

## REGULAR BOARD OF FIRE COMMISSIONERS MEETING

December 18, 2018

Station 91

6:30 PM

## AGENDA

### CALL TO ORDER:

Flag Salute

### AGENDA ADJUSTMENTS:

### CONSENT AGENDA:

1. Approval of December 4, 2018 Regular Board Meeting Minutes
2. Approval of December 4, 2018 Local BVFF&RO Meeting Minutes
3. Approval of December 5, 2018 Strategic Planning & Shared Services Meeting Minutes
4. Approval of December 10, 2018 Policy Review Meeting Minutes
5. Approval of Financial Transactions
6. Excuse Absent Commissioner(s):

### OPEN TO PUBLIC:

### CORRESPONDENCE:

### STAFF REPORT:

Chief Swinhart  
Deputy Chief Carnes  
Assistant Chief Jacobs

### VOLUNTEER FIRE FIGHTERS ASSOCIATION:

### SAFETY REPORT:

### FIRE DISTRICT BUSINESS:

- Resolution #249-12182018 "2019 Commissioner Meeting Dates"
- Approve Policies
  - 40.0 Asset Management
  - 50.1 Dispatch via Text Messaging
  - 60.1.1 State-Required Commissioner Training
- Suspend Policies
  - 40.1 Fixed Assets Inventory
  - 40.2 Inventory Procedures
  - 40.3 Capital Assets
  - 40.3.1 Attractive Assets
- Social Media for Fire District

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**This Meeting is Being Recorded.**

**Please Silence or Turn-Off Your Personal Cell Phones, Pagers, etc.**

Page # 1 of 2

- Purchase Request Approval – Station 93 Washer/Dryer
- Adopt Full time Firefighter List
- Update on Surplus Vehicle
- Station 95 Parking Lot

**COMMITTEES AND SPECIAL MEETINGS:**

- ECAAB
- Risk Group
- Safety Committee Representative
- Revenue Exploratory Committee
- Communication with Neighboring Elected Officials

**COMMISSIONER COMMENTS:**

**OPEN TO PUBLIC:**

**LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:**

**ROUND TABLE:**

Monthly Event Calendar

**EXECUTIVE SESSION:**

RCW 42.30.140 (4)(a) relating to collective bargaining issues and negotiations.

RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

**ADJOURNMENT:**

Next Regular Board Meeting: January 7, 2018, Station 91, 6:30 PM

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**This Meeting is Being Recorded.**  
**Please Silence or Turn-Off Your Personal Cell Phones, Pagers, etc.**

Page # 2 of 2



**EAST COUNTY FIRE & RESCUE  
 CONSENT AGENDA  
 December 18, 2018**

1. Minutes –

- December 4, 2018 Regular Meeting
- December 4, 2018 Local BVFF&RO Meeting
- December 5, 2018 Strategic Planning & Shared Services Meeting
- December 10, 2018 Policy Review Meeting

2. Invoices

- \$17,600.57
  - i. Check Nos.11051-11077 dated December 7, 2018

3. Approved Commissioner Stipends December 25 Pay Date

| Name           | For the Period  |                   |             |           | Other | Total |
|----------------|-----------------|-------------------|-------------|-----------|-------|-------|
|                | Regular Meeting | Committee Meeting | Special Mtg | Education |       |       |
| <b>Berg</b>    | 1               | 0                 | 1           | 0         | 0     | 2     |
| <b>Martin</b>  | 1               | 1                 | 2           | 0         | 0     | 4     |
| <b>Petty</b>   | 1               | 2                 | 2           | 0         | 0     | 5     |
| <b>Taggart</b> | 1               | 2                 | 2           | 0         | 0     | 5     |
| <b>Seeds</b>   | 1               | 0                 | 2           | 0         | 0     | 3     |

4. Voided/Destroyed Claims/Payroll Warrants

None

5. Payroll/Benefits EFT's

- \$45,897.38

\_\_\_\_\_  
 Commissioner Mike Taggart – Chair

\_\_\_\_\_  
 Commissioner Martha Martin – Vice Chair

\_\_\_\_\_  
 Commissioner Mike Berg

\_\_\_\_\_  
 Commissioner Sherry Petty

\_\_\_\_\_  
 Commissioner Joshua Seeds

***EAST COUNTY FIRE & RESCUE***  
***REGULAR BOARD OF FIRE COMMISSIONERS MEETING***

December 4, 2018

Station 91

6:30 PM

**Draft Minutes**

**ATTENDANCE:**

Martha Martin

Joshua Seeds

Mike Carnes

Iliana Ortega

Sherry Petty

Mike Berg

Nick Swinhart

Mike Taggart

Robert Jacobs

Tad Crum

**CALL TO ORDER:** 18:30

Flag Salute

**AGENDA ADJUSTMENTS:**

**CONSENT AGENDA:**

1. Approval of November 20, 2018 Regular Board Meeting Minutes
2. Approval of November 20, 2018 Local BVFF&RO Meeting Minutes
3. Approval of Financial Transactions
4. Excuse Absent Commissioner(s):

**Motion by Commissioner Martin** to approve the consent agenda, **seconded by Commissioner Petty. Motion passed unanimously.**

**EXECUTIVE SESSION:**

RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The board went into executive session at 18:31 for 30 minutes.

The board reconvened at 18:45

No action taken at this time.

**OPEN TO PUBLIC:**

None

**CORRESPONDENCE:**

None



**STAFF REPORT:**

Chief Swinhart reported that he has negotiation information to cover in executive session. Also, announced that there is a new Camas Mayor – Shannon Turk. Currently the ILA contract has been put on hold due to budget decisions.

Deputy Chief Carnes read his report; a copy is in the packet.

- There have been 2 Brown Outs at Station 94 since the last meeting.
- Continuing with Station 93 preparations for 24 hour staffing.
- Chief Carnes reported that ECFR’s captains are currently training for official Blue Card certification, and should be certified in early 2019.
- Chief Carnes attended a County Op’s Chief meeting on Tuesday, November 27<sup>th</sup>, 2018.
- ECFR is planning to have an engine participating in the annual Washougal Holiday Parade.
- Chief Carnes explained that there is a plan to upgrade 20 of the 48 SCBA’s.

Chief Jacobs read his report; a copy is in the packet.

- No EST training scheduled for December 2018.
- Chief Jacobs reported that the next DOC/EOC training will be held on January 8<sup>th</sup>, 2019 at Station 91 at 7:00 PM.
- Chief Jacobs announced that the C.A.R.O.L. box packing will be on December 19<sup>th</sup> and delivery is scheduled for December 22<sup>nd</sup> at 7 AM at Station 42.

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

None

**SAFETY REPORT:**

- Chief Jacobs reported that no accidents or injuries have taken place since the last committee meeting.
- The next Safety Committee meeting will be January 23, 2019, 7:30PM at Station 91.

**FIRE DISTRICT BUSINESS:**

FY2019 Board Assignments

**Motion by Commissioner Martin to approve FY2019 Board Assignments, seconded by Commissioner Seeds. Motion passed unanimously**

FY2019 Board Meeting Dates

The Board of Commissioners revised the meeting dates for January 2019, the Board agreed to reschedule the first meeting of the month to January 7, 2019.

**Motion by Commissioner Martin to approve FY2019 Board Meeting Dates, seconded by Commissioner Petty. Motion passed unanimously**

FY2019 Observed Holidays

**Motion by Commissioner Seeds to approve FY2019 Observed Holidays, seconded by Commissioner Taggart. Motion passed unanimously**

Purchase Request Approval – Station 93 Recliners

**Motion by Commissioner Berg to approve Purchase Request of Recliners for use at Station 93, seconded by Commissioner Martin. Motion passed unanimously**

GIS Shapefiles

Commissioner Seeds connected with Paul Newman regarding GIS shapefile data, and learned that it is free to obtain and will be receiving a CD containing that information.

Station 95 Building Repair Quote

**Motion by Commissioner Berg to approve low bid from Clark County Painting and Drywall for repairs at Station 95, seconded by Commissioner Seeds. Motion passed unanimously**

Lid Lift Status

There is one last conference call scheduled with Liz Loomis Public affairs on December 6<sup>th</sup>. Liz Loomis has communicated that she will be available to meet with the Board of Commissioners on January 22<sup>nd</sup>, 2019 and the Board has agreed to arrange a Special Meeting for this purpose.

Update on Surplus Vehicle

None

**COMMITTEES AND SPECIAL MEETINGS:**

ECAAB

None

Risk Group

None

Safety Committee Representatives

None

Revenue Exploratory Committee

None

Communication with Neighboring Elected Officials

None

**COMMISSIONER COMMENTS:**

- Commissioner Taggart commented that the Post Record is advertising ECFR's board meeting time incorrectly, district secretary will look into making that correction.
- Commissioner Martin gave a brief summary of topics discussed at monthly Port Meeting.

**OPEN TO PUBLIC:**

None

**LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:**

None

**ROUND TABLE:**

Monthly Event Calendar

Strategic Planning/Shared Services Meeting Wednesday, December 5, 2018 2:00 PM

Policy Review Meeting, Monday, December 10, 2018 6:00 PM

Revenue Exploratory Meeting, Wednesday, December 12, 2018 at 10:00 AM

**EXECUTIVE SESSION:**

RCW 42.30.140 (4) (a) relating to collective bargaining issues and negotiations.

RCW 42.30.110(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price

RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The board went into executive session at 19:43 for 30 minutes.

An extension was announced until 20:13.

The board reconvened at 20:35

No action taken at this time.

**ADJOURNMENT:**

Next Regular Board Meeting: December 18, 2018, Station 91, 6:30PM

**Motion by Commissioner Seeds to adjourn at 20:40 hours, seconded by Commissioner Martin. Motion passed unanimously.**

\_\_\_\_\_  
Mike Taggart, Chairperson

\_\_\_\_\_  
Martha Martin, Vice Chair

\_\_\_\_\_  
Sherry Petty, Commissioner

\_\_\_\_\_  
Mike Berg, Commissioner

\_\_\_\_\_  
Joshua Seeds, Commissioner

**ATTEST:**

**DISTRICT SEAL:**

\_\_\_\_\_  
Iliana Ortega, District Secretary

# EAST COUNTY FIRE & RESCUE

## Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes  
December 4, 2018

### CALL TO ORDER:

The meeting was called to order by Chairperson Mike Taggart at 19:42 at Station 91.

The following were in attendance:

Martha Martin

Joshua Seeds

Mike Carnes

Sherry Petty

Mike Berg

Iliana Ortega

Mike Taggart

Robert Jacobs

### BUSINESS:

All funds correlated with the Volunteer Fire Fighter Associated will be turned over and managed by Assistant Chief Jacobs.

### ADJOURNMENT:

The Local Board adjourned at 19:43.

Respectfully Submitted,

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**Sherry Petty**, Commissioner,  
Mike Berg, Alternate

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**Tad Crum**, FF's Assoc. Liaison  
Paula Knapp, FF's Assoc. Liaison Alternate

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**Bob Jacobs**, Chief's Rep.

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**Mike Taggart**, Chairperson  
Marth Martin, Alternate

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**Iliana Ortega**, District Secretary  
Bob Jacobs, Alternate

**DISTRICT SEAL:**

# EAST COUNTY FIRE & RESCUE

## SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

December 5, 2018

Station 91

### Draft Minutes

**ATTENDANCE:**

Martha Martin  
Mike Berg  
Mike Carnes

Mike Taggart  
Joshua Seeds  
Iliana Ortega

Sherry Petty  
Linda Durrett

**CALL TO ORDER:** 14:00

Commissioner Taggart called the meeting to order for the Strategic Planning/Shared Services Committee.

Commissioner Martin handed out current demographic statistics for Camas and Washougal generated by Clark County GIS.

Chief Carnes gave an update on the progress of Station 93 preparedness for staffing in the event of brown outs at Station 94.

The Strategic Planning/Shared Services Committee will meet again on January 9, 2019 at 2:00 PM, at Station 91.

**Meeting adjourned:** 15:30

Respectfully Submitted,

\_\_\_\_\_  
Mike Taggart, Chairperson

\_\_\_\_\_  
Mike Berg, Commissioner

\_\_\_\_\_  
Martha Martin, Commissioner

\_\_\_\_\_  
Sherry Petty, Commissioner

\_\_\_\_\_  
Joshua Seeds, Commissioner

**ATTEST:**

**DISTRICT SEAL:**

\_\_\_\_\_  
Iliana Ortega, District Secretary

# EAST COUNTY FIRE & RESCUE

## SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

December 10, 2018

Station 91

### Draft Minutes

#### ATTENDANCE:

Martha Martin  
Robert Jacobs  
Sherry Petty

Mike Taggart  
Mike Carnes

Joshua Seeds  
Linda Durrett

#### CALL TO ORDER: 18:13

Commissioner Taggart called the meeting to order. Linda Durrett handed out the following policies for review; Asset Management #40.0, Dispatch via Text Messaging #50.1, and State-Required Fire Commissioner Training #60.1.1 these policies were reviewed and brought forward for final action at the next Board Meeting.

Also discussed was the Open Public Meetings Act Requirements #70.1 and Social Media Policy #50.2 However these policies have been tabled for further analysis at the next policy review meeting.

The next policy meeting is scheduled for Monday, January 14<sup>th</sup>, 2019.

#### Meeting adjourned: 19:36

Respectfully Submitted,

\_\_\_\_\_  
Mike Taggart, Chairperson

\_\_\_\_\_  
Martha Martin, Commissioner

\_\_\_\_\_  
Joshua Seeds, Commissioner

Absent

\_\_\_\_\_  
Mike Berg, Commissioner

\_\_\_\_\_  
Sherry Petty, Commissioner

#### ATTEST:

Absent

\_\_\_\_\_  
Iliana Ortega, District Secretary

#### DISTRICT SEAL:

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

12/01/2018 To: 12/31/2018

Time: 13:15:54 Date: 12/14/2018

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| Trans | Date       | Type   | Acct # | Chk # | Claimant   | Amount   | Memo   |
|-------|------------|--------|--------|-------|--|----------|--|
| 1364  | 12/07/2018 | Claims | 6291   | 11051 | AMERICAN MESSAGING                                 | 61.97    | Account # W4-102871                                  |
|       |            |        |        |       | 001 - 522 20 41 000 - Pagers                       | 61.97    | November 2018 Pager Service                          |
| 1365  | 12/07/2018 | Claims | 6291   | 11052 | BUSINESS CARD BANK OF AMERICA                      | 2,498.26 | Account Ending In # 8515                             |
|       |            |        |        |       | 001 - 522 10 30 000 - Office Supplies              | 52.00    | Quill, Purchase Of 1099 Forms And Office Supplie     |
|       |            |        |        |       | 001 - 522 10 30 001 - Postage                      | 1.21     | USPS, Postage For Mailing OPEIU Forms                |
|       |            |        |        |       | 001 - 522 10 30 002 - UPS/Federal Express          | 16.21    | UPS, Shipping Cost For Air Sample To Lawrence Factor |
|       |            |        |        |       | 001 - 522 10 33 000 - Computer/Software/Supplies   | 27.55    | MX Guardian, Monthly Spam Filter Fee                 |
|       |            |        |        |       | 001 - 522 10 44 000 - Professional Services        | 32.57    | CRC CTR, Disposal Of Open House Burn Demo            |
|       |            |        |        |       | 001 - 522 10 48 003 - Commissioner Lodging         | 379.47   | Red Lion, Lodging Commissioner Conference (Martin)   |
|       |            |        |        |       | 001 - 522 10 48 003 - Commissioner Lodging         | 379.47   | Red Lion, Lodging Commissioner Conference (Taggart)  |
|       |            |        |        |       | 001 - 522 20 31 000 - Food and Water               | 7.17     | Safeway, Community Meeting Refreshments              |
|       |            |        |        |       | 001 - 522 20 34 000 - Bldg Supplies/Facility Misc  | -35.76   | Costco, Returned Outdoor Security Light              |
|       |            |        |        |       | 001 - 522 20 34 000 - Bldg Supplies/Facility Misc  | 41.17    | Lowes, Solar Spotlight                               |
|       |            |        |        |       | 001 - 522 20 34 000 - Bldg Supplies/Facility Misc  | 275.27   | Costco, Station 93 Kitchen Supplies                  |
|       |            |        |        |       | 001 - 522 20 34 000 - Bldg Supplies/Facility Misc  | 19.51    | Home Depot, Solar Path Lights                        |
|       |            |        |        |       | 001 - 522 50 42 091 - Comcast Tel/Internet (St 91) | 315.57   | Comcast, Station 91 Phone And Internet               |
|       |            |        |        |       | 001 - 522 50 42 093 - Comcast Tel/Internet (St 93) | 148.29   | Comcast, Station 93 Phone And Internet               |
|       |            |        |        |       | 001 - 522 50 42 094 - Comcast Tel/Internet (St 94) | 272.55   | Comcast, Station 94 Phone And Internet               |
|       |            |        |        |       | 001 - 522 50 42 095 - Telephone (St 95)            | 79.30    | Comcast, Station 95 Phone                            |
|       |            |        |        |       | 001 - 522 60 47 001 - Emergency Generators Repair  | 459.62   | Peterson Machinery, Emergency Generator Repair       |
|       |            |        |        |       | 001 - 522 60 48 000 - Vehicle Repair & Maint       | 27.09    | Costco, Seat Covers For Apparatus #1018              |
| 1366  | 12/07/2018 | Claims | 6291   | 11053 | BI-MART CORPORATION                                | 72.33    | Account # 930279                                     |
|       |            |        |        |       | 001 - 522 20 31 000 - Food and Water               | 63.70    | Station 94 Drinking Water                            |
|       |            |        |        |       | 001 - 522 50 40 000 - Bldg Repair & Maint          | 8.63     | Station 93 Bug Bombs                                 |
| 1367  | 12/07/2018 | Claims | 6291   | 11054 | CAMAS POWER EQUIPMENT                              | 79.66    | Account # 346273                                     |
|       |            |        |        |       | 001 - 522 20 34 000 - Bldg Supplies/Facility Misc  | 43.89    | Gas Can For Station 93                               |
|       |            |        |        |       | 001 - 522 60 43 000 - Small Engine Repair          | 35.77    | Pull Cord For Small Engine Maintenance               |
| 1368  | 12/07/2018 | Claims | 6291   | 11055 | CHEVRON AND TEXACO BUSINESS CARD SERVICE           | 859.29   | Account # 7898808949                                 |
|       |            |        |        |       | 001 - 522 20 36 000 - Diesel / Gas                 | 859.29   | November 2018 Fuel Expense                           |
| 1369  | 12/07/2018 | Claims | 6291   | 11056 | CITY OF WASHOUGAL                                  | 252.07   | Account # 16-002819-000                              |
|       |            |        |        |       | 001 - 522 50 46 095 - Water & Sewer (St 95)        | 252.07   | Station 95 Water Service                             |
| 1370  | 12/07/2018 | Claims | 6291   | 11057 | CLARK COUNTY AUTO & TRUCK SUPPLY INC               | 18.41    | Account # 12400                                      |
|       |            |        |        |       | 001 - 522 60 48 014 - E94                          | 18.41    | Wiper Blade Replacement For Engine 94                |
| 1371  | 12/07/2018 | Claims | 6291   | 11058 | CLARK PUBLIC UTILITIES                             | 127.61   | Account # 7169-997-9; Account # 7196-908-3           |
|       |            |        |        |       | 001 - 522 50 43 092 - Electrical & Heating (St 92) | 65.04    | Station 92 Electrical Service                        |
|       |            |        |        |       | 001 - 522 50 43 095 - Electrical & Heating (St 95) | 62.57    | Station 95 Electrical Service                        |
| 1372  | 12/07/2018 | Claims | 6291   | 11059 | Ryan R Gonzales                                    | 163.00   | Per Diem For IFSAC Training On 12/10/2018            |
|       |            |        |        |       | 001 - 522 45 41 000 - Meals (Training)             | 163.00   | Per Diem For IFSAC Training On 12/10/2018            |
| 1373  | 12/07/2018 | Claims | 6291   | 11060 | HI-WAY FUEL  | 399.71   | Account # 710  |

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

12/01/2018 To: 12/31/2018

Time: 13:15:54 Date: 12/14/2018  
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| Trans | Date       | Type   | Acct # | Chk # | Claimant  | Amount   | Memo  |
|-------|------------|--------|--------|-------|---|----------|---|
|       |            |        |        |       | 001 - 522 20 36 000 - Diesel / Gas                | 399.71   | November 2018 Fuel Expense  |
| 1374  | 12/07/2018 | Claims | 6291   | 11061 | Zachary M Hougan                                  | 163.00   | Per Diem For IFSAC Training On 12/10/2018                                     |
|       |            |        |        |       | 001 - 522 45 41 000 - Meals (Training)            | 163.00   | Per Diem For IFSAC Training On 12/10/2018                                     |
| 1375  | 12/07/2018 | Claims | 6291   | 11062 | KITCHEN ELECTRIC                                  | 923.60   | Invoice #5356   |
|       |            |        |        |       | 001 - 522 50 40 000 - Bldg Repair & Maint         | 923.60   | Station 91 Parking Lot Light Replacement                                      |
| 1376  | 12/07/2018 | Claims | 6291   | 11063 | LIZ LOOMIS PUBLIC AFFAIRS                         | 3,756.69 | Invoice # EC-1118   |
|       |            |        |        |       | 001 - 522 10 44 000 - Professional Services       | 3,756.69 | Liz Loomis Service November 2018  |
| 1377  | 12/07/2018 | Claims | 6291   | 11064 | LN CURTIS & SONS                                  | 911.01   | Customer # C32870   |
|       |            |        |        |       | 001 - 522 20 38 000 - Turn-Outs                   | 911.01   | Replacement Turnout Boots For Active Firefighters                             |
| 1378  | 12/07/2018 | Claims | 6291   | 11065 | LUTZ HARDWARE                                     | 34.66    | Account # 1095  |
|       |            |        |        |       | 001 - 522 10 32 000 - Cleaning and Sanitation     | 28.16    | Station 91 Mopping Supplies   |
|       |            |        |        |       | 001 - 522 20 32 002 - Equipment                   | 6.50     | Supplies For Decon Kits   |
| 1379  | 12/07/2018 | Claims | 6291   | 11066 | NI GOVERNMENT SERVICES, INC                       | 30.20    | Account #13065328   |
|       |            |        |        |       | 001 - 522 20 41 001 - Satellite Phone             | 30.20    | November 2018 Satellite Phones  |
| 1380  | 12/07/2018 | Claims | 6291   | 11067 | PACIFIC TRUCK & TRAILER SERVICE, INC              | 758.52   | Invoice # 2018-29269; Invoice #2018-29317                                     |
|       |            |        |        |       | 001 - 522 60 47 001 - Emergency Generators Repair | 97.56    | Station 93 Generator Maintenance  |
|       |            |        |        |       | 001 - 522 60 48 918 - S94                         | 660.96   | Annual Vehicle Inspection On Apparatus #918                                   |
| 1381  | 12/07/2018 | Claims | 6291   | 11068 | SANTEE SIOUX CONSTRUCTION, LLC                    | 1,923.02 | Invoice #47   |
|       |            |        |        |       | 001 - 522 50 40 000 - Bldg Repair & Maint         | 1,923.02 | Station 92 Roof Repair  |
| 1382  | 12/07/2018 | Claims | 6291   | 11069 | SNURE LAW OFFICE, PSC                             | 1,032.00 |   |
|       |            |        |        |       | 001 - 522 10 42 000 - Legal Services              | 1,032.00 | Legal Fees For Research And Memorandum Regarding City Condemntation Authority |
| 1383  | 12/07/2018 | Claims | 6291   | 11070 | ERIC TIERNEY                                      | 50.00    | Invoice #332  |
|       |            |        |        |       | 001 - 522 10 33 000 - Computer/Software/Supplies  | 50.00    | Purchase Of 5 Port Netgear Switch For Station 93                              |
| 1384  | 12/07/2018 | Claims | 6291   | 11071 | UNITED FIRE, HEALTH & SAFETY                      | 702.42   | Invoice# 15248987   |
|       |            |        |        |       | 001 - 522 50 40 000 - Bldg Repair & Maint         | 702.42   | Annual Fire Sprinkler Inspection/Testing                                      |
| 1385  | 12/07/2018 | Claims | 6291   | 11072 | URGENT MEDICAL CENTER                             | 1,671.00 | Statement #5626   |
|       |            |        |        |       | 001 - 522 10 43 000 - Medical/Drug Screen/Vaccina | 1,671.00 | Respiratory Clearance, District Flu Vaccinations, And TB Testing              |
| 1386  | 12/07/2018 | Claims | 6291   | 11073 | BUDGET AND FISCAL SERVICE WASHINGTON STATE PATROL | 630.00   | Account # EAS207  |
|       |            |        |        |       | 001 - 522 45 43 000 - Tuition                     | 630.00   | Fire Control Training Tuition And Housing                                     |
| 1387  | 12/07/2018 | Claims | 6291   | 11074 | VANCOUVER DISTRICT 2010 WASTE CONNECTIONS         | 211.14   | Account # 2010-458647; Account #2010-1022802; Account # 2010-975129           |
|       |            |        |        |       | 001 - 522 50 44 091 - Garbage (St 91)             | 123.20   | Station 91 Waste Service  |
|       |            |        |        |       | 001 - 522 50 44 093 - Garbage (St 93)             | 29.18    | Station 93 Waste Service  |





# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

12/01/2018 To: 12/31/2018

Time: 13:12:32 Date: 12/14/2018  
Page: 1

| Trans | Date       | Type    | Acct # | Chk # | Claimant                                   | Amount    | Memo |
|-------|------------|---------|--------|-------|--|-----------|------|
| 1337  | 12/10/2018 | Payroll | 6291   | EFT   |  | 1,886.21  |      |
|       |            |         |        |       | 001 - 522 20 10 001 - Firefighter Salaries | 1,821.60  |      |
|       |            |         |        |       | 001 - 522 20 10 001 - Firefighter Salaries | 637.68    |      |
|       |            |         |        |       | 001 - 522 20 14 001 - FF Overtime          | 113.85    |      |
|       |            |         |        |       | 001 - 589 99 99 000 - Payroll Clearing     | -686.92   |      |
| 1338  | 12/10/2018 | Payroll | 6291   | EFT   |  | 297.04    |      |
|       |            |         |        |       | 001 - 522 10 11 001 - Commissioner Wages   | 342.00    |      |
|       |            |         |        |       | 001 - 589 99 99 000 - Payroll Clearing     | -44.96    |      |
| 1339  | 12/10/2018 | Payroll | 6291   | EFT   |  | 2,080.39  |      |
|       |            |         |        |       | 001 - 522 20 10 001 - Firefighter Salaries | 2,684.16  |      |
|       |            |         |        |       | 001 - 522 20 19 001 - Capt Deferred Comp   | 166.42    |      |
|       |            |         |        |       | 001 - 589 99 99 000 - Payroll Clearing     | -770.19   |      |
| 1340  | 12/10/2018 | Payroll | 6291   | EFT   |  | 2,320.07  |      |
|       |            |         |        |       | 001 - 522 10 10 001 - Admin Salaries       | 3,780.51  |      |
|       |            |         |        |       | 001 - 522 10 19 001 - Admin Deferred Comp  | 234.39    |      |
|       |            |         |        |       | 001 - 589 99 99 000 - Payroll Clearing     | -1,694.83 |      |
| 1341  | 12/10/2018 | Payroll | 6291   | EFT   |  | 837.64    |      |
|       |            |         |        |       | 001 - 522 20 10 001 - Firefighter Salaries | 1,044.00  |      |
|       |            |         |        |       | 001 - 589 99 99 000 - Payroll Clearing     | -206.36   |      |
| 1342  | 12/10/2018 | Payroll | 6291   | EFT   |  | 2,206.49  |      |
|       |            |         |        |       | 001 - 522 10 10 001 - Admin Salaries       | 2,332.80  |      |
|       |            |         |        |       | 001 - 522 10 10 001 - Admin Salaries       | 518.40    |      |
|       |            |         |        |       | 001 - 522 10 19 001 - Admin Deferred Comp  | 176.77    |      |
|       |            |         |        |       | 001 - 589 99 99 000 - Payroll Clearing     | -821.48   |      |
| 1343  | 12/10/2018 | Payroll | 6291   | EFT   |  | 1,872.19  |      |
|       |            |         |        |       | 001 - 522 20 10 001 - Firefighter Salaries | 2,428.80  |      |
|       |            |         |        |       | 001 - 589 99 99 000 - Payroll Clearing     | -556.61   |      |
| 1344  | 12/10/2018 | Payroll | 6291   | EFT   |  | 682.14    |      |
|       |            |         |        |       | 001 - 522 20 10 001 - Firefighter Salaries | 910.00    |      |
|       |            |         |        |       | 001 - 589 99 99 000 - Payroll Clearing     | -227.86   |      |
| 1345  | 12/10/2018 | Payroll | 6291   | EFT   |  | 779.33    |      |
|       |            |         |        |       | 001 - 522 20 10 001 - Firefighter Salaries | 1,044.00  |      |
|       |            |         |        |       | 001 - 589 99 99 000 - Payroll Clearing     | -264.67   |      |
| 1346  | 12/10/2018 | Payroll | 6291   | EFT   |  | 2,204.50  |      |
|       |            |         |        |       | 001 - 522 20 10 001 - Firefighter Salaries | 3,101.68  |      |
|       |            |         |        |       | 001 - 589 99 99 000 - Payroll Clearing     | -897.18   |      |
| 1347  | 12/10/2018 | Payroll | 6291   | EFT   |  | 2,294.88  |      |
|       |            |         |        |       | 001 - 522 20 10 001 - Firefighter Salaries | 2,940.48  |      |
|       |            |         |        |       | 001 - 522 20 10 001 - Firefighter Salaries | 735.12    |      |
|       |            |         |        |       | 001 - 522 20 19 001 - Capt Deferred Comp   | 227.89    |      |
|       |            |         |        |       | 001 - 589 99 99 000 - Payroll Clearing     | -1,608.61 |      |
| 1348  | 12/10/2018 | Payroll | 6291   | EFT   |  | 535.68    |      |
|       |            |         |        |       | 001 - 522 20 10 001 - Firefighter Salaries | 660.00    |      |
|       |            |         |        |       | 001 - 589 99 99 000 - Payroll Clearing     | -124.32   |      |
| 1349  | 12/10/2018 | Payroll | 6291   | EFT   |  | 105.28    |      |
|       |            |         |        |       | 001 - 522 10 11 001 - Commissioner Wages   | 114.00    |      |
|       |            |         |        |       | 001 - 589 99 99 000 - Payroll Clearing     | -8.72     |      |
| 1350  | 12/10/2018 | Payroll | 6291   | EFT   |  | 1,196.32  |      |
|       |            |         |        |       | 001 - 522 10 10 001 - Admin Salaries       | 1,016.80  |      |
|       |            |         |        |       | 001 - 522 10 10 001 - Admin Salaries       | 262.40    |      |
|       |            |         |        |       | 001 - 522 10 10 001 - Admin Salaries       | 90.96     |      |

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

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| Trans       | Date              | Type           | Acct #              | Chk #      | Claimant                          | Amount    | Memo  |
|-------------|-------------------|----------------|---------------------|------------|-----------------------------------|-----------|---|
|             |                   |                | 001 - 522 10 10 001 |            | - Admin Salaries                  | 65.60     |   |
|             |                   |                | 001 - 522 10 10 001 |            | - Admin Salaries                  | 54.61     |   |
|             |                   |                | 001 - 522 10 14 001 |            | - Admin Overtime                  | 67.65     |   |
|             |                   |                | 001 - 589 99 99 000 |            | - Payroll Clearing                | -361.70   |   |
| <b>1351</b> | <b>12/10/2018</b> | <b>Payroll</b> | <b>6291</b>         | <b>EFT</b> |                                   |           | <b>105.28</b>   |
|             |                   |                | 001 - 522 10 11 001 |            | - Commissioner Wages              | 114.00    |   |
|             |                   |                | 001 - 589 99 99 000 |            | - Payroll Clearing                | -8.72     |   |
| <b>1352</b> | <b>12/10/2018</b> | <b>Payroll</b> | <b>6291</b>         | <b>EFT</b> |                                   |           | <b>2,208.69</b>   |
|             |                   |                | 001 - 522 20 10 001 |            | - Firefighter Salaries            | 2,556.48  |   |
|             |                   |                | 001 - 522 20 10 001 |            | - Firefighter Salaries            | 639.12    |   |
|             |                   |                | 001 - 589 99 99 000 |            | - Payroll Clearing                | -986.91   |   |
| <b>1353</b> | <b>12/10/2018</b> | <b>Payroll</b> | <b>6291</b>         | <b>EFT</b> |                                   |           | <b>469.57</b>   |
|             |                   |                | 001 - 522 20 10 001 |            | - Firefighter Salaries            | 636.00    |   |
|             |                   |                | 001 - 589 99 99 000 |            | - Payroll Clearing                | -166.43   |   |
| <b>1354</b> | <b>12/10/2018</b> | <b>Payroll</b> | <b>6291</b>         | <b>EFT</b> |                                   |           | <b>105.28</b>   |
|             |                   |                | 001 - 522 10 11 001 |            | - Commissioner Wages              | 114.00    |   |
|             |                   |                | 001 - 589 99 99 000 |            | - Payroll Clearing                | -8.72     |   |
| <b>1355</b> | <b>12/10/2018</b> | <b>Payroll</b> | <b>6291</b>         | <b>EFT</b> |                                   |           | <b>105.28</b>   |
|             |                   |                | 001 - 522 10 11 001 |            | - Commissioner Wages              | 114.00    |   |
|             |                   |                | 001 - 589 99 99 000 |            | - Payroll Clearing                | -8.72     |   |
| <b>1356</b> | <b>12/10/2018</b> | <b>Payroll</b> | <b>6291</b>         | <b>EFT</b> |                                   |           | <b>506.26</b>   |
|             |                   |                | 001 - 522 20 10 001 |            | - Firefighter Salaries            | 770.00    |   |
|             |                   |                | 001 - 589 99 99 000 |            | - Payroll Clearing                | -263.74   |   |
| <b>1357</b> | <b>12/10/2018</b> | <b>Payroll</b> | <b>6291</b>         | <b>EFT</b> |                                   |           | <b>2,240.64</b>   |
|             |                   |                | 001 - 522 20 10 001 |            | - Firefighter Salaries            | 3,835.20  |   |
|             |                   |                | 001 - 522 20 19 001 |            | - Capt Deferred Comp              | 237.78    |   |
|             |                   |                | 001 - 589 99 99 000 |            | - Payroll Clearing                | -1,832.34 |   |
| <b>1358</b> | <b>12/10/2018</b> | <b>Payroll</b> | <b>6291</b>         | <b>EFT</b> |                                   |           | <b>2,225.51</b>   |
|             |                   |                | 001 - 522 20 10 001 |            | - Firefighter Salaries            | 3,195.60  |   |
|             |                   |                | 001 - 589 99 99 000 |            | - Payroll Clearing                | -970.09   |   |
| <b>1359</b> | <b>12/10/2018</b> | <b>Payroll</b> | <b>6291</b>         | <b>EFT</b> |                                   |           | <b>2,037.26</b>   |
|             |                   |                | 001 - 522 20 10 001 |            | - Firefighter Salaries            | 2,876.40  |   |
|             |                   |                | 001 - 589 99 99 000 |            | - Payroll Clearing                | -839.14   |   |
| <b>1360</b> | <b>12/10/2018</b> | <b>Payroll</b> | <b>6291</b>         | <b>EFT</b> | <b>DEPT OF RETIREMENT SYSTEMS</b> |           | <b>10,016.48</b>  |
|             |                   |                |                     |            |                                   |           | Pay Cycle(s) 12/10/2018 To<br>12/10/2018 - DComp; Pay Cycle(s)<br>12/10/2018 To 12/10/2018 - PERS2;<br>Pay Cycle(s) 12/10/2018 To<br>12/10/2018 - PERS3; Pay Cycle(s)<br>12/10/2018 To 12/10/2018 -<br>LEOFF2 |
|             |                   |                | 001 - 522 10 26 002 |            | - Admin Retirement PERS           | 388.49    |   |
|             |                   |                | 001 - 522 10 26 002 |            | - Admin Retirement PERS           | 199.89    |   |
|             |                   |                | 001 - 522 10 28 001 |            | - Admin Retirement LEOFF          | 218.01    |   |
|             |                   |                | 001 - 522 20 26 002 |            | - FF Retirement PERS              | 133.95    |   |
|             |                   |                | 001 - 522 20 26 002 |            | - FF Retirement PERS              | 116.75    |   |
|             |                   |                | 001 - 522 20 26 002 |            | - FF Retirement PERS              | 133.95    |   |
|             |                   |                | 001 - 522 20 26 002 |            | - FF Retirement PERS              | 84.68     |   |
|             |                   |                | 001 - 522 20 26 002 |            | - FF Retirement PERS              | 98.79     |   |
|             |                   |                | 001 - 522 20 26 002 |            | - FF Retirement PERS              | 81.60     |   |
|             |                   |                | 001 - 522 20 28 001 |            | - FF Retirement LEOFF             | 139.72    |   |
|             |                   |                | 001 - 522 20 28 001 |            | - FF Retirement LEOFF             | 154.79    |   |
|             |                   |                | 001 - 522 20 28 001 |            | - FF Retirement LEOFF             | 131.88    |   |
|             |                   |                | 001 - 522 20 28 001 |            | - FF Retirement LEOFF             | 168.42    |   |
|             |                   |                | 001 - 522 20 28 001 |            | - FF Retirement LEOFF             | 211.96    |   |

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East County Fire & Rescue  
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| Trans Date  | Type              | Acct #  | Chk #       | Claimant            | Amount          | Memo  |
|-------------|-------------------|---|-------------|---------------------|-----------------|---|
|             |                   | 001 - 522 20 28 001 - FF Retirement LEOFF         |             |                     | 173.52          |   |
|             |                   | 001 - 522 20 28 001 - FF Retirement LEOFF         |             |                     | 221.16          |   |
|             |                   | 001 - 522 20 28 001 - FF Retirement LEOFF         |             |                     | 173.52          |   |
|             |                   | 001 - 522 20 28 001 - FF Retirement LEOFF         |             |                     | 156.19          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 181.42          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 1,034.39        |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 286.77          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 55.00           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 577.89          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 105.96          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 159.78          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 837.78          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 150.00          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 90.00           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 77.36           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 224.37          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 67.43           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 77.36           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 48.91           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 115.45          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 57.06           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 63.60           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 225.15          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 249.43          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 351.30          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 212.52          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 271.40          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 341.56          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 279.62          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 356.39          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 279.62          |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 251.69          |   |
| <b>1361</b> | <b>12/10/2018</b> | <b>Payroll</b>                                    | <b>6291</b> | <b>EFT IAFF2444</b> |                 |   |
|             |                   |   |             |                     | <b>522.34</b>   | <b>Pay Cycle(s) 12/10/2018 To 12/10/2018 - IAFF Dues</b>    |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 54.81           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 61.04           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 54.81           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 52.73           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 61.04           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 58.96           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 67.26           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 58.96           |   |
|             |                   | 001 - 589 99 99 000 - Payroll Clearing            |             |                     | 52.73           |   |
| <b>1362</b> | <b>12/10/2018</b> | <b>Payroll</b>                                    | <b>6291</b> | <b>EFT IRS</b>      |                 |   |
|             |                   |   |             |                     | <b>5,532.63</b> | <b>941 Deposit for Pay Cycle(s) 12/10/2018 - 12/10/2018</b> |
|             |                   | 001 - 522 10 20 001 - Admin Unemployment/Medic    |             |                     | 58.14           |   |
|             |                   | 001 - 522 10 20 001 - Admin Unemployment/Medic    |             |                     | 43.83           |   |
|             |                   | 001 - 522 10 20 001 - Admin Unemployment/Medic    |             |                     | 22.05           |   |
|             |                   | 001 - 522 10 21 001 - Commissioner Payroll Benefi |             |                     | 26.16           |   |
|             |                   | 001 - 522 10 21 001 - Commissioner Payroll Benefi |             |                     | 8.72            |   |
|             |                   | 001 - 522 10 21 001 - Commissioner Payroll Benefi |             |                     | 8.72            |   |
|             |                   | 001 - 522 10 21 001 - Commissioner Payroll Benefi |             |                     | 8.72            |   |
|             |                   | 001 - 522 10 21 001 - Commissioner Payroll Benefi |             |                     | 8.72            |   |
|             |                   | 001 - 522 20 20 001 - FF Unemployment/Medicare    |             |                     | 36.71           |   |
|             |                   | 001 - 522 20 20 001 - FF Unemployment/Medicare    |             |                     | 40.35           |   |
|             |                   | 001 - 522 20 20 001 - FF Unemployment/Medicare    |             |                     | 79.87           |   |
|             |                   | 001 - 522 20 20 001 - FF Unemployment/Medicare    |             |                     | 34.24           |   |
|             |                   | 001 - 522 20 20 001 - FF Unemployment/Medicare    |             |                     | 69.62           |   |
|             |                   | 001 - 522 20 20 001 - FF Unemployment/Medicare    |             |                     | 79.87           |   |
|             |                   | 001 - 522 20 20 001 - FF Unemployment/Medicare    |             |                     | 44.37           |   |
|             |                   | 001 - 522 20 20 001 - FF Unemployment/Medicare    |             |                     | 55.56           |   |

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East County Fire & Rescue

MCAG #: 1060

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| Trans            | Date              | Type           | Acct #   | Chk #      | Claimant                        | Amount        | Memo  |
|------------------|-------------------|----------------|--|------------|---------------------------------|---------------|---|
|                  |                   |                | 001 - 522 20 20 001 - FF Unemployment/Medicare |            |                                 | 50.49         |   |
|                  |                   |                | 001 - 522 20 20 001 - FF Unemployment/Medicare |            |                                 | 46.34         |   |
|                  |                   |                | 001 - 522 20 20 001 - FF Unemployment/Medicare |            |                                 | 48.65         |   |
|                  |                   |                | 001 - 522 20 20 001 - FF Unemployment/Medicare |            |                                 | 58.91         |   |
|                  |                   |                | 001 - 522 20 20 001 - FF Unemployment/Medicare |            |                                 | 58.08         |   |
|                  |                   |                | 001 - 522 20 20 001 - FF Unemployment/Medicare |            |                                 | 46.34         |   |
|                  |                   |                | 001 - 522 20 20 001 - FF Unemployment/Medicare |            |                                 | 41.35         |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 341.05        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 44.96         |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 186.74        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 299.45        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 111.14        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 271.65        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 197.72        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 144.31        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 169.45        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 442.71        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 331.42        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 63.50         |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 8.72          |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 68.53         |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 8.72          |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 282.74        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 90.92         |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 8.72          |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 8.72          |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 160.04        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 473.39        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 451.74        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 390.48        |   |
| <b>1363</b>      | <b>12/10/2018</b> | <b>Payroll</b> | <b>6291</b>                                    | <b>EFT</b> | <b>OR Department of Revenue</b> | <b>416.00</b> | <b>Pay Cycle(s) for OR Tax12/10/2018<br/>- 12/10/2018</b> |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 201.00        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 182.00        |   |
|                  |                   |                | 001 - 589 99 99 000 - Payroll Clearing         |            |                                 | 33.00         |   |
|                  |                   |                |  |            |                                 | <hr/>         |   |
| 001 General Fund |                   |                |  |            |                                 | 45,789.38     |   |
|                  |                   |                |  |            |                                 | <hr/>         |   |
|                  |                   |                |  |            |                                 | 45,789.38     | Payroll:  |
|                  |                   |                |  |            |                                 |               | 45,789.38   |

# Deputy Chief Report

**12-18-18**

Calls since last Commissioner meeting: **24**

EMS: **14**

Fire: **1**

Other: **9**

Calls YTD: 2018- **897**

## **Staff Overtime Numbers:**

Budget Amount: **\$87,000.00**

Used YTD: **\$83,020.94**

% Used: **95.43%**

- Brown outs since last meeting: **2**  
12-2-18, Station 94, 24 hours  
12-5-18, Station 94, 24 hours
- Station 95 building repairs have been completed.
- Continuing to prep Station 93 for staffing during brown outs. We will be operational by the first of the year.
- ECFR would like to recognize and give a big "Thank-You" to Intern Firefighter Cody Sorensen for organizing and preparing Engine 95 for the Christmas parade held in Washougal on Thursday, Dec. 6<sup>th</sup>. Cody did an outstanding job with the engine decorations with lots of help from Volunteer Firefighter Joel VanNess and Part-time Firefighters Ryan Gonzales and Zach Hougan.
- DNR has asked me to check with the Board to see if they are willing to let DNR temporarily stage a helicopter at Station 93 during fire season. They are still in the planning stages for this Summer and are looking at all options.

## AC Jacobs Report

12-18-18

Next DOC/EOC training January 8<sup>th</sup> 2019 Sta. 91 7 PM.

November EST training was 11-26-2018.

No EST or DOC training in December.

C.A.R.O.L. box packing tomorrow Dec. 19<sup>th</sup> 7 PM Sta. 42,  
delivery Dec. 22<sup>nd</sup> Sta. 42 7 AM.

### Safety Report

Last safety committee meeting was 11-27-18

Next safety committee meeting, 1-23-18 Sta. 94 7:30 PM.

No accidents/ incidents since the last board meeting.

**2019 REGULAR COMMISSIONER MEETING DATES**

**EAST COUNTY FIRE & RESCUE**

**RESOLUTION NO. 249-12182018**

**WHEREAS**, Chapter 42.30.070 RCW requires that the governing body of the District establish by resolution regular meeting location and dates; and,

**WHEREAS**, the East County Fire & Rescue Board of Commissioners has agreed to hold regular meetings on the first and third Tuesday of every month; and,

**WHEREAS**, due to holidays and other unforeseen circumstances it may become necessary to hold a regular meeting on another day or day of the week; and,

**WHEREAS**, Chapter 42.30.080 allows for special meetings to be called at any time.

**NOW, THEREFORE BE IT RESOLVED** that the East County Fire and Rescue Board of Commissioner's regularly scheduled meetings will be held at 6:30 P.M. as shown below and that such regular meetings will be held at Station 91, 600 NE 267 Ave., Camas, WA.

|                   |                    |
|-------------------|--------------------|
| January 7, 2019   | July 2, 2019       |
| January 15, 2019  | July 16, 2019      |
| February 5, 2019  | August 6, 2019     |
| February 19, 2019 | August 20, 2019    |
| March 5, 2019     | September 3, 2019  |
| March 19, 2019    | September 17, 2019 |
| April 2, 2019     | October 1, 2019    |
| April 16, 2019    | October 15, 2019   |
| May 7, 2019       | November 5, 2019   |
| May 21, 2019      | November 19, 2019  |
| June 4, 2019      | December 3, 2019   |
| June 18, 2019     | December 17, 2019  |

**BE IT FURTHER RESOLVED** that due to holidays and other unforeseen circumstances another day of day of week may be substituted for any of the regularly scheduled meeting dates with proper public notice; and,

**BE IT FURTHER RESOLVED** that special meetings may be called at any time with proper public notice. Action on items discussed at special meetings must occur at regular meetings.



**Adopted at a Regular Meeting of the Board of Commissioners, East County Fire & Rescue, this 18th day of December, 2018.**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

**DISTRICT SEAL**

**ATTEST:** \_\_\_\_\_  
**District Secretary**

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Asset Management**

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**PPG NUMBER: 40.0**

Page 1 of 3

**DATE OF ISSUE: 12-18-2018**

**APPROVED BY:** \_\_\_\_\_

**Board Chair**

**REVISED:** \_\_\_\_\_

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**1.0 PURPOSE:**

This policy is established to provide guidelines to ensure adequate stewardship over District resources through control and accountability of capital assets as well as small & attractive assets.

**2.0 DEFINITIONS:**

- Capital Assets – Real and personal property used in operations that has a useful life greater than one year and a value of \$5,000.00 or greater. Capital assets include equipment, vehicles, tools, land and land rights, buildings, and their furnishings.
- Capitalize – To report an expenditure for real and personal property or intangible assets as a capital outlay. These expenditure transactions are coded to 594 and 595 BARS account codes.
- Accountability - The obligation to demonstrate good management of or control over those matters for which the District is responsible.
- Physical Inventory A procedure where the existence of assets on the inventory list is confirmed by physically observing the assets at their location in the field.
- Small & Attractive Assets – Assets with a value of less than \$5,000.00 that might be susceptible to loss, theft, or misuse. These assets have a useful life greater than one year and may include items in one or more of the following categories:
  - a. Assets that are portable and marketable, either alone or as a component unit.
  - b. Assets that can be utilized for personal gain.
  - c. Assets that are commonly reported as lost and/or stolen within the industry or society.

**3.0 PROCEDURES:**

**A. Management**

Vehicles and other items that are determined to be capital assets, excluding equipment, shall be tracked in a ledger that is managed by the Fire Chief or their designee.

The Fire Chief shall assign a program manager to manage the inventory of capital equipment and small & attractive assets.

**B. Equipment Tracking System**

The equipment inventory program manager shall maintain a database of capital equipment and small and attractive assets.

**PPG NUMBER: 40.0**

Page 1 of 3

**DATE OF ISSUE: 12-18-2018**

An inventory tag shall be affixed to each item when it is recorded in the inventory database. The tag shall identify the item as property of East County Fire & Rescue and shall have a unique number that will identify the asset. When it is impractical to affix a label to an item, the item shall be marked or identified by another method. The item may be engraved, or otherwise marked, with an assigned number.

Information recorded for each item shall include;

- Inventory tag number (or other identifying number)
- Detailed description, including brand, model, serial number, etc.
- Date of purchase or acquisition
- Condition of the asset
- Initial cost or value of asset
- Location of the asset or individual it is assigned to
- Source of funding if not purchased with District funds (federal grant, donation, etc.)
- Date that equipment was removed from service.

**C. Items Included in Inventory of Capital Equipment and Small and Attractive Assets**

Power Tools: Including but not limited to chainsaws, positive pressure fans, portable pumps, portable generators, extrication equipment, etc.

Fire Equipment: Including but not limited to thermal imaging cameras, self-contained breathing apparatus (SCBA), fire extinguishers, nozzles, flashlights, ladders, etc.

Medical Equipment: Including but not limited to automated external defibrillators (AEDs), power operated suction units, pulse oximeters, etc.

Communications Equipment: Including but not limited to portable radios, mobile radios, cellular phones, etc.

Electronic Equipment: Including but not limited to desktop computers, laptop computers, televisions, projectors, cameras, etc.

**D. Addition of New Equipment**

The majority of new equipment additions to inventory will result from purchases. However, other methods of acquiring items should also be considered so that all applicable items are entered into the inventory system. The funding or purchasing method used does not affect the fact that such items are assets owned by East County Fire & Rescue.

Examples of other acquisition methods include:

- a) Grant or Donation: Items may be acquired through a private donation or a state or federal grant or property donation process. All such items that meet the minimum value for inventory (assessed at the current fair market value not historical cost) shall be recorded by the Inventory Program Manager. Inventory of items acquired through a state or federal grant may be required as a condition of the grant.
- b) Lease: Items that are leased should be added when the terms of the lease more accurately reflect ownership by East County Fire & Rescue. This occurs when the buyout cost of the item at the end of the lease is negligible or the length of the lease covers the majority of the useful life of the item.

### **E. Physical Inventory**

A physical inventory of the capital and small & attractive assets is necessary to verify that the assets still exist; it also provides updates on the condition of the assets.

Each year the equipment inventory manager shall generate a list of equipment from the inventory database. Each shift (A, B, and C) shall be assigned a portion of the list to perform a physical inventory. Each item shall be marked as present in the location indicated, relocated (including new location), or unable to locate. Any damage or need for repair shall also be indicated.

The physical inventory shall be completed not later than May 31 of each year.

The equipment inventory manager shall update the inventory database with the results of the inventory. Then the inventory documents will be forwarded to the Fire Chief. The Fire Chief, or their designee, shall maintain a file of inventory records.

### **F. Lost, Stolen, or Missing Property**

When suspected or known losses of capital assets or small & attractive items occur, staff shall conduct a search for the missing property. If the missing property is not found:

- Notify the Fire Chief.
- The individual deemed to be primarily responsible for the asset, as well as that individual's supervisor, shall complete and sign a statement to include a description of events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property.
- Administrative staff shall report known or suspected losses of capital assets or small & attractive assets to the State Auditor's office in accordance with RCW 43.09.185, and a copy of the report shall be provided to the Board of Commissioners.

### **G. Disposal of Surplus Items**

Before an asset is sold or otherwise disposed of, it must first be determined if the asset had originally been purchased with grant funds. If this is the case, the District must refer to the grant agreement and follow prescribed procedures for disposition.

The Board of Commissioners must declare an asset surplus before it can be sold, or otherwise disposed of. If the asset is to be sold, it will then be sold in accordance with applicable state law. If the asset is no longer in working order and cannot reasonably be repaired for re-sale, or is otherwise unmarketable, the asset will be properly disposed of.

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT:** Dispatch via Text Messaging

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**PPG NUMBER:** 50.1

**PAGE** 1 of 1

**DATE OF ISSUE:** 5-15-2012

**APPROVED BY:** \_\_\_\_\_

**Board Chair**

**REVISED:** 12-18-2018

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**POLICY:**

East County Fire & Rescue allows Members of the agency to use Cell Phone Text Messaging to receive dispatch information from CRESA and East County Fire & Rescue and its members. The option of using Text Messaging is a personal "Opt-In" format.

East County Fire & Rescue does not accept any financial responsibility for member's electronic device, device account, and/or costs associated with text messaging. East County Fire & Rescue does not require its Members to use their electronic device to receive dispatching information, but rather allows those Members who would prefer this form of communication to do so.

The use of personal electronic devices to receive dispatch texts shall be in compliance with Policy #00.2.1 Cell Phone Usage.

Those who "Opt-In" understand it is their responsibility to retain an active account with their service provider, and to notify East County Fire & Rescue when changing providers or when service has been interrupted.

Confirming that dispatches are being received is the Member's responsibility and not that of CRESA or East County Fire & Rescue.

**PPG NUMBER:** 50.1

**Page** 1 of 1

**DATE OF ISSUE:** 5-5-2012

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures and Guidelines

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**SUBJECT: STATE-REQUIRED FIRE COMMISSIONER TRAINING**

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**PPG NUMBER: 60.1.1**      **PAGE: 1 of 1**      **DATE OF ISSUE: 07-01-14**

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**APPROVED BY: \_\_\_\_\_**      **REVISED: 12-18-2018**  
**Board Chair**

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**POLICY: STATE-REQUIRED FIRE COMMISSIONER TRAINING**

The Fire Commissioners of East County Fire & Rescue shall comply with State-required training, per the Open Government Trainings Act of 2014 (based upon ESB-5964).

Each individual commissioner shall provide documentation of required training to administrative staff to file in individual Commissioners files.

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Fixed Assets Inventory Policy**

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**PPG NUMBER: 40.1**

**PAGE: 1 of 4**

**DATE OF ISSUE: 10-04-11**

**SUSPENDED: 12-18-2018**

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**APPROVED BY:** \_\_\_\_\_ **REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_  
Board Chair

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**Authority**

RCW 52.14 delegates to the Board of Commissioners of East County Fire & Rescue the responsibility of managing and administrating, on behalf of the tax payers of East County Fire & Rescue, all property, real and personal, occupied or used by said District. Members of East County Fire & Rescue are responsible for ensuring proper use, care, maintenance, and safekeeping of all property.

**Asset Management**

The Fixed Asset Manager (FAM) of East County Fire & Rescue is responsible for implementing and carrying out the provisions of the Fixed Assets Inventory Policy.

**Property Definition**

Property is defined as any capital or non-capital tangible item that is purchased, donated, or acquired through trade, regardless of value or condition. Capital equipment includes all equipment that is not permanently affixed to buildings, has a useful life greater than two years, does not change form with use, and has a unit cost of \$1,000.00 or more; except for items predominantly composed of glass and equipment held for resale or training purposes. Capital equipment is inventoried every two years.

Sensitive non-capital equipment (attractive assets) is all equipment that does not meet capital equipment specifications, but is deemed necessary to be inventoried because it may easily be converted to personal use. Sensitive non-capital equipment is inventoried every year. Examples include: Radios, chain saws, generators, lawn maintenance equipment, office equipment, etc. The tagging and inventory control of these assets are at the discretion of the FAM. Other non-capital items may be considered for inventory to meet state/federal/local requirements.

**Valuation**

Page 1 of

4

**PPG#40.1**



Purchased equipment is valued at the original invoice price. Donated equipment is valued at its fair market value at the time of donation. The valuation of constructed or fabricated equipment includes all identifiable costs such as blue prints, component parts, materials, and labor. Valuations also include additional costs necessary to make the equipment usable for the purpose for which it was acquired. Examples of additional costs include freight, on-floor delivery, accessories, and installation costs. If the item was purchased using federal funds, the item must be inventoried regardless of value or cost.

### **Component Parts**

Component parts that individually cost less than the capitalization level, but when combined exceed this measure are capitalized when purchased as a functional unit. For example, when a monitor, keyboard, printer, and CPU are purchased separately, and each part costs less than \$1,000.00, but the functional unit exceeds \$1,000.00, the purchase is capitalized. Conversely, when purchasing a keyboard and printer only, the individual items are only capitalized if its purchase price exceeds \$1,000.00. Laptop computers are inventoried, regardless of cost.

### **Replacement Parts**

Subsequent replacements and enhancements made to a unit are capitalized if they meet the capital equipment specifications. Replacement parts that are acquired as part of normal repair and maintenance are not capitalized.

### **Constructed or Fabricated**

Constructed or fabricated equipment is capitalized if the cost of material and labor incurred by the District is \$1,000.00 or more and its useful life is two or more years. Labor cost is included when it is supported by documentation from an external source. Documentation normally includes an invoice or purchase order.

### **Acquisition Methods**

Property may be acquired through purchase orders, long-term financing, lease-purchase agreements, and donations. When an East County Fire & Rescue employee receives property, the FAM is notified by way of a Request for Property to be Inventoried Form (RPI). The RPI form initiates the tagging process and is used to update the equipment inventory list. Copies of the purchase order and invoice are also sent to the FAM.

### **Long-term Financing**

Capital equipment may be acquired through long-term financing. If this is the case, an RPI along with the necessary documents will be sent to the FAM for inventory purposes. This procedure

Page 2 of

4

PPG#40.1



allows capital equipment to be tracked in the same manner as items purchased via a purchase order.

### **Donations**

East County Fire & Rescue may acquire capital equipment through donations. Donated equipment is capitalized if it meets the capital equipment specifications on the date of gift. The receiving agent acquires a donor letter that indicates the fair market value of the item. The Finance Manager retains the original and the FAM receives a copy.

### **Tagging and Inventory**

Upon notification of capital equipment or sensitive non-capital equipment (attractive asset) acquisition, the FAM issues the inventory identification number(s) and tags the equipment by affixing the tag number to the property. In certain instances, identification numbers are sent to the program manager who tags their own equipment.

When an inventory item is too small to tag, when placement of the tag on the item would hinder operations, or when exposure to weather would cause a tag to come off: The FAM shall record the pertinent details in the inventory log and note NO TAG. If possible, the FAM will etch the inventory number onto the item.

### **Disposal Methods**

If a program manager, or other East County Fire & Rescue personnel wishes to dispose of property, the FAM is notified by way of a Property Salvage Report (PSR). Property may be transferred, recycled, traded-in, or deemed surplus/obsolete/unserviceable in accordance with the guidelines listed below.

Property deemed surplus or transferred to an outside agency requires approval from the Board of Commissioners. Written approval must be received prior to final disposition. The equipment is then held for the required time period and disposed of in compliance with federal, state, and District policies. Equipment purchased with grant funds may require additional approval and/or documentation prior to being discarded.

### **Trade-in or Return of Property**

The program manager or FAM completes the PSR and records the District's identification number (if applicable) of the traded in equipment on the purchase order. The trade-in allowance must be clearly shown on the purchase order. This value is added to the acquisition cost of the new equipment to establish its value.

## **Surplus, Obsolete, Unserviceable Property and Transfers of Property to Other Institutions**

A member of the District notifies the FAM of surplus, obsolete, or unserviceable property with the PSR. The FAM examines and helps determine the items' condition and usefulness. The FAM notifies the Fire Chief and HR Manager of unusable equipment. The HR Manager then creates a Resolution for Board approval. The form is returned to the FAM as approved or unapproved. The equipment is then held for the required time period and disposed of (if approved) in compliance with federal, state, and District policies. This procedure also applies to transfers of property to an outside agency.

### **Lost or Stolen Equipment**

If a member of the District determines an item is missing or stolen, a "Lost or Stolen Equipment Report" will be submitted to the FAM. The FAM will record the cost and inventory identification number on the form prior to reporting the loss to the Fire Chief. The Fire Chief will determine whether the issue will be reported to the local authorities, State Auditor's Office, and/or Board of Commissioners.

### **Warranty Replacements**

The FAM shall be notified when an inventoried item is replaced under warranty.

### **Oversight**

The FAM will issue inventory reports to assigned personnel for their review and validation. Assigned personnel shall review the reports, locate identified equipment, note any corrections, fill out the appropriate forms for missing or obsolete items, sign and return the form to the FAM.

It is the intent of the East County Fire & Rescue Board of Commissioners to have ongoing "spot" checks of the inventory. The FAM will print a report at the request of the *designated audit* Commissioner and assist with locating the identified inventory item. The Commissioner, and FAM, will sign off on the report and forward to the HR Manager. The HR Manager will file the signed reports with the yearly State Audit Reports.

# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Inventory Procedures**

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**PPG NUMBER: 40.2**

Page 1 of 2

**DATE OF ISSUE: 6-21-11**

**APPROVED BY:** \_\_\_\_\_

**Board Chair**

**SUSPENDED: 12-18-2018**

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### **POLICY:**

It is the policy of the Board of Commissioners of East County Fire & Rescue to make certain that public property is adequately protected, and that its use is properly managed. To that end, the following shall apply:

#### **1. ACTION:**

**A. Custody.** The base for all our Assets shall be established by the inventory completed at the time of the merger of Districts 1 & 9, now known as ECFR. The inventory is maintained by the Chief through his staff.

**B. Inventories.**

1. The Auditing sub-committee of the Board of Commissioners shall review inventory records on a yearly basis. The Chief shall cause a complete inventory of all of the Districts assets to be made when ever one of the personnel in charge of an area of inventory is transferred, relieved, or resigns their membership in ECFR; or at such time as the Board of Commissioners shall direct, and a full report shall then be made to the Board within thirty (30) days of completing said inventory.
2. Records of all Capital Assets, and/or Attractive Assets, (See PPG 40.3 and PPG 40.3.1) shall be maintained by the fire district. Each item shall be marked with a pre- numbered inventory tag unless it would be impractical to do so. The following information shall be included in the appropriate inventory log(s) from this date forward: *Location of inventory item, condition of inventory items, and noted as an attractive asset if so designated.*

**C. Insurance.** It is the policy of ECF&R to have adequate insurance coverage for all assets of the district. Loss or damage of inventoried items will be reported to the Board of Commissioners and then to the districts insurance carrier to recoup any significant financial loss. (An investigation and a report to the State Auditors office may be required prior to dropping from the inventory.)

**D. Maintenance and Repair.** As stewards of public property, ECF&R has an obligation to safeguard all assets from loss, and to ensure that the assets are not neglected or wasted; therefore, staff shall make timely repairs and ensure that regular and preventative maintenance shall be performed on all assets of the district.

**E. Additions & Deletions.** Items purchased, donated, or acquired by grant or gift will be added to the Inventory prior to being put into service. Items will be dropped from inventory in the month that the final disposition is approved by the Board of Commissioners.

**2. INFORMATION:**

**A. Control.** The details for control, use, and care of all Assets of the District are set-forth in additional specific Policies, Rules and Regulation, Supply/Logistics Orders, SOP, SOG, and other written instructions of this Fire District issued by the Board of Commissioners, or the Fire Chief, as appropriate.

**B. Transparency.** All Assets of the District are the property of the taxpaying public of the district. All records, discussions, considerations, and actions shall be presented to the public in the form of the public records of the meeting of the Board of Commissioners

**EAST COUNTY FIRE & RESCUE**  
**Policies, Procedures, and Guidelines**

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**SUBJECT: Capital Assets**

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**PPG NUMBER: 40.3**

**Page 1 of 2**

**DATE OF ISSUE: 5-20-2013**

**APPROVED BY:** \_\_\_\_\_

**SUSPENDED: 12-18-2018**

**Board Chair**

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**POLICY:**

It is the duty of the Board of Commissioners of East County Fire & Rescue and the Command Element of the Fire District to make certain that public property is adequately protected, and that its use is properly managed. To that end, the following shall apply.

**Capital Assets:** The term means real and personal property and intangible assets, with a cost greater than \$5,000, that the Fire District intends to use or keep for more than one (1) year. Capital Assets include land and land rights; buildings, their furnishings, fixtures, and furniture ; equipment, machinery, vehicles, tools, and electronic/communication equipment

**Accountability:** This means the obligation to demonstrate good management of or control over those matters for which this fire district is responsible.

**ACTION:**

- 1. Custody.** The custody of our Capital Assets shall be established by the inventory completed at the time of the merger of District 1 & 9. This inventory shall be maintained by the Chief through his staff. Additions and deletions to the inventory will be made in accordance with established inventory procedures; the location and condition of each asset shall be included, and the inventory shall contain special notes to identify who is responsible for the protection and accountability of the item. Location, inventory, and maintenance records will be maintained to show that a lost or damaged asset has been in use recently which will support the validity and timeliness of a theft or damage report. (See Policy 80.4.0)
- 2. Insurance.** The District shall provide adequate insurance to cover the Capital Assets of the District.
- 3. Maintenance and Repair.** The District shall provide for the proper maintenance and repair (to include records thereof) of the District's Capital Assets to ensure that they are not neglected or wasted.
- 4. Planning.** The Capital Assets of the District shall be one of the main focuses in the Annual Budget process. The inventory will be reviewed for proper use, repair or replacement scheduling, cost factors, and what cost reductions in maintenance, insurance and security will result from liquidating them.
- 5. Transparency.** The Capital Assets of the District are the property of the taxpaying public of the District. All records, discussions, considerations, and actions shall be presented to the public in the form of the public records of the meeting of the Board of Fire Commissioners.
- 6. Control.** The details for control, use, and care of all Capital Assets are set-forth in additional specific Policies, Rules and Regulations, Orders, SOPs, SOGs, and other

written instructions/evolutions of this Fire District issued by the Board of Fire Commissioners, or the Fire Chief: as appropriate.

SUSPENDED

**EAST COUNTY FIRE & RESCUE**  
**Policies, Procedures, and Guidelines**

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**SUBJECT: Attractive Assets**

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**PPG NUMBER: 40.3.1**

**Page 1 of 1**

**DATE OF ISSUE: 9-17-07**

**APPROVED BY:** \_\_\_\_\_

**Board Chair**

**SUSPENDED: 12-18-2018**

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**POLICY:**

In accordance with RCW 52.14.00, it shall be the policy of East County Fire & Rescue that all equipment; tools; electronic devices; and other items such as; laptop computers, radios, cameras, phones (both standard and cell), phone cards, credit cards, Personal Digital Assistants (PDA's), minitors, including alpha pagers (when paid for by the district); purchased or procured by the district, are the property of the district and shall only be used for the purpose of district business, unless specifically authorized otherwise.

Such items that are portable and/or subject to misuse shall be considered *Attractive Assets* and be signed for by a specific individual. Items identified as *Attractive Assets* will be controlled by inventory procedures as set up by the Chief. These procedures shall list the items, serial numbers, date of issue, designated purpose of use and name the individual responsible for the item, and other such information that the Chief may deem necessary.

The misuse, loss, or involvement in any activity not specifically authorized, may subject the individual(s) involved to disciplinary action and/or criminal prosecution.

The misuse, loss, or illegal use shall be reported to the Board of Commissioners, the appropriate law enforcement agency and in accordance with RCW 43.09.185 shall be reported to the State Auditor's Office.



# EAST COUNTY Fire and Rescue

## PURCHASING REQUEST FORM

REQUESTED ITEM(S): Washer + Dryer

BRAND/MODEL/VENDOR/PART NUMBER: Lowes - Front Load

APPARATUS / STATION NUMBER: Station 93

ESTIMATED COST OF REQUESTED ITEM: \$2000

EXPLAIN THE NEED FOR REQUESTED ITEM: Replace old worn out Washer + Dryer

PERSON REQUESTING THE PURCHASE: M. Carnes

DATE: 12-14-18

BUDGET CODING: SUB \_\_\_\_\_ ELE \_\_\_\_\_ OBJ \_\_\_\_\_ ID \_\_\_\_\_

DATE NEEDED BY: As soon as possible

DO NOT WRITE BELOW THIS LINE

AUTHORIZATION FOR PURCHASE:

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE ORDERED: \_\_\_\_\_

VENDOR: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_

PAYMENT METHOD: VISA  M/C  NET 30  P/C

COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**East County Fire & Rescue**  
600 NE 267<sup>th</sup> Avenue Camas, WA 98607

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Phone: 360.834.4908  
Fax: 360.834.5454

December 18, 2018

The following list- in ranked order – is the result of most recent ECFR testing for Full time firefighter hiring. This list was approved by the Board of Commissioners for a period not to exceed one year starting on December 18, 2018.

1. Andrew Sterling
2. Dennis Verkhodomov
3. Ryan Grable
4. Damon Bullard
5. Zach Hougan
6. Michael Hongel
7. Rymer Hoey
8. Eli Neshiem
9. Justin Rodgers
10. Corey Brown

Chief's interviews will be scheduled as positions become available.

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Michael Taggart  
Board Chair, East County Fire and Rescue

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**Prevent, Protect & Serve**

Dec 2018 - East County Fire & Rescue

| Sun | Mon   | Tue   | Wed   | Thur  | Fri   | Sat   |
|-----|---|---|---|---|---|---|
| 2   | 3   | 4<br><b>Events</b><br>Commissioner Meeting<br>Station 91<br>16:30 - 21:00       | 5<br><b>Events</b><br>Strategic Planning/ Share...<br>Station 91<br>14:00 - 15:30   | 6   | 7<br><b>Events</b><br>POW/MIA Flag<br>07:00 - 07:00                             | 8<br><b>Events</b><br>Livingston Mountain Comm<br>Station 91<br>14:00 - 16:00 |
| 9   | 10<br><b>Events</b><br>Fire Instructor 1<br>Redmond Washington<br>Policy Review Meeting<br>Station 91<br>17:00 - 07:00<br>18:00 - 19:30 | 11<br><b>Events</b><br>Fire Instructor 1<br>Redmond Washington<br>18:30 - 21:00 | 12<br><b>Events</b><br>Fire Instructor 1<br>Redmond Washington<br>Revenue Exploratory Mee...<br>Station 91<br>07:00 - 07:00<br>10:00 - 11:00<br>19:00 - 21:00 | 13<br><b>Events</b><br>Fire Instructor 1<br>Redmond Washington<br>07:00 - 07:00 | 14<br><b>Events</b><br>Fire Instructor 1<br>Redmond Washington<br>07:00 - 19:00 | 15  |
| 16  | 17<br><b>Events</b><br>Commissioner Meeting<br>Station 91<br>18:30 - 21:00  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |   |   |   |   |   |

\* Indicates time starts on following calendar day  
\* Events and Time Off follow default Split Time of Day of 07:00